



Town of Woodside

Public Works Director / Town Engineer

Public Works Director / Town of Woodside Town Engineer

THE COMMUNITY

The Town of Woodside has a reputation as one of the most visually pleasing communities in the state due to its wooded hillsides, narrow country roads, natural stream corridors and fields of wild grasses. Scenic vistas, great groves of oak, redwood, buckeye, bay and eucalyptus trees, large lots, and riding rings and stables add greatly to the community's charm.

The Woodside area is distinguished for having been the home of some of the first English-speaking settlers on the San Francisco Peninsula in the 1830's. Prior to that, Woodside was home to the Ohlone/Costanoan people who, no doubt, appreciated the mild climate, good water and abundant food supply made available by the creeks and forested valleys.

Woodside is located in San Mateo County, midway between San Francisco and San José. The Town has a population of about 5,400, covering approximately 14 square miles. Incorporation of the Town brought road maintenance, management, and planning and zoning under local control and budget, and these functions remain as the primary responsibilities of the Town government. Woodside is largely residential and is home to many Silicon Valley executives.

TOWN GOVERNMENT

Incorporated in 1956, Woodside is a General Law municipality operating under the Council-Manager plan. The Town Council is the legislative and policy-making body and is comprised of seven members elected from

districts on a town-wide basis. The Town Council appoints a Town Manager and Town Attorney. All other employees are appointed by the Town Manager. The Town Council also appoints members of the seven-member Planning Commission and the seven-member Architectural and Site Review Board. There are nine citizen volunteer advisory committees, as well.

The Town government has approximately 19 employees in three departments: Administration and Finance, Planning and Building Regulation, and Public Works. Police and Fire services for Woodside are provided by the San Mateo County Sheriff's Department and the Woodside Fire Protection District, respectively. The 2006-07 Town budget is \$12.5 million, including a general fund budget of \$6.3 million. Major sources of estimated General Fund revenue are: Property Tax (\$2.1 million), Sales Tax (\$350,000), Fees and Permits (\$800,000) and Revenue from Other Agencies (\$525,000). The General Fund enjoys a healthy reserve that is in excess of fifty percent of operating revenues (over \$3 million).

Town operations are directed from a rustic Town Hall that was built in 1990, as a companion to the historical Independence Hall where Town Council meetings are held. It was originally built in 1884.

PUBLIC WORKS DEPARTMENT

The Public Works Department oversees the construction and ongoing maintenance of public infrastructure, including roads, facilities, sewers, and over twenty miles of equestrian trails. The Department is also responsible for the

management of the public rights-of-way and the approval of encroachment permits for work and/or activities proposed within these rights-of-way. The Director of Public Works/Town Engineer is also responsible for enforcing the Town's Site Development regulations.

The Department has a budget of \$2.7 million and is staffed by five full-time employees, including the Director, Senior Civil Engineer, Supervising Maintenance Worker, and two Maintenance Workers. The Department also utilizes two to three seasonal maintenance workers for about half the year and is staffed with a part-time Intern position on a year-round basis.

CURRENT ISSUES AND PRIORITIES

The Town is currently constructing its first public park and sports field facility. Completion of the project is targeted for September of 2007. The park is a true Town-community partnership. The six-acre site was donated to the Town by a Woodside family. Over \$2.2 million was raised in the community to support a large portion of the total \$3.6 million cost. The new Public Works Director will be faced with the challenge of overseeing the care and maintenance of the park and fields. Other projects and priorities that will require the energy, commitment, and expertise of the new Director include:

- Managing the maintenance of the Town's 45 miles of roads, many of which are narrow, rural lanes
- Developing a long-range strategy for dealing with the increasing incidence of failing on-site residential septic systems (about 80% of the Town is not on a public sewer system)
- Addressing storm water and drainage issues through Town
- Managing a planned major expansion of the Town Hall offices, including the introduction of solar power technology

IDEAL CANDIDATE

The new Public Works Director/Town Engineer will be an integral part of a dynamic team of professionals who are dedicated to the excellence of government and customer service in this small, upscale, and picturesque Town. The ideal candidate should be able to effectively administer all aspects of the Town's Public Works Department, which includes facilities, road, sewer, parks and trails maintenance, as well as development and implementation of the annual capital improvement program.

Education and Experience

A typical way of obtaining the education and experience necessary to qualify as an applicant would include a Bachelor's Degree from an accredited college or university in civil engineering or a closely related field and a minimum of ten years previous professional civil engineering experience, including three years of administrative and supervisory responsibility. A Master's Degree in a related field is desirable. A Certification of Registration as a Professional Civil Engineer in the State of California is required.

Personal Characteristics and Management Style

In addition to the stated education and experience qualifications, the Town seeks an individual with the following leadership and management characteristics:

- Creative thinker who generates solutions
- Friendly, outgoing and calm under pressure
- Team oriented leader with a "can-do" attitude
- Strong customer service orientation and a good listener
- Assertive and decisive, yet flexible
- Environmentally sensitive
- Loyal and reliable
- Detail oriented, hands-on approach
- Anticipates change and remains open to new ideas
- Excellent oral and written communication skills

- Keeps key stakeholders advised of issues and developments
- Appreciation for community values, including equestrian related interests
- Able to effectively manage in a small town atmosphere and to motivate a close-knit staff

COMPENSATION AND BENEFITS

The salary is negotiable, depending upon the skills and qualifications of the selected candidate (approximately \$164,000 at top of range). The Town offers a strong benefit package that includes:

- Retirement – Town paid PERS 2.5% @ 55 formula
- Health – Town pays full coverage for employee and \$150 toward coverage for dependents
- Dental – Town pays full coverage for employee
- Vision – Town pays full coverage for employee
- Leave benefits – Generous personal leave (24 days per year) and holiday leave (ten days per year, plus three floating holidays per year)
- Additional benefits include Life Insurance, Long Term Disability, Short Term Disability, Bereavement Leave, Jury Leave, Tuition

APPLICATION AND SELECTION PROCESS

The final filing date is Friday, June 22, 2007.

To be considered, please submit a detailed resume, cover letter, three work-related references and current salary to:



Christine Iams or Amy Day

CPS Executive Search

241 Lathrop Way

Sacramento, CA 95815

Tel 916 263-1401

Fax 916 561-7205

Email: resumes@cps.ca.gov

Website: www.cps.ca.gov/search

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary interview conducted by the consultants in late June / early July. It is currently anticipated that interviews with finalists will occur in July and that an appointment will be announced thereafter, following extensive reference and background checks.

**For additional information,
please view the Town's website:
www.woodsidesetown.org**